

13 MAR 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information Services Staff

SUBJECT: ISS Weekly Report (6-12 March 1980)

Classification Review Division

CRD processed approximately 15,000 pages of material.

ISS personnel met with NFAC representatives to discuss coordination problems with the proposed

CRD is preparing a redraft of the notice as a result of this meeting.

Regulations Control Division

The regulatory issuances processed by RCD that are of general interest were

which is still being coordinated with DO regarding its classification.

RCD is providing ODP with guidance and assistance concerning the proper mechanism for promulgating standards for ADP software Agency-wide. These standards were the results of the DDCI task force on Agency-wide software engineering standards.

Records Management Division

RMD has updated its files containing copies of Agency material published in the Federal Register dating from August 1975.

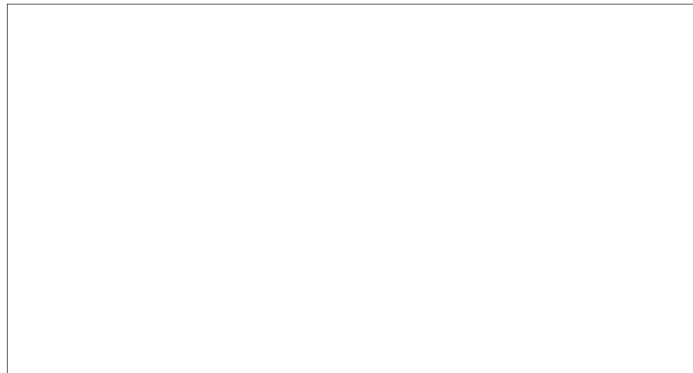
The CARS Task Force conducted surveys of OLC and IC registries. They have also completed a first draft of the guidelines for automated registry development.

Information and Privacy Division

A separate report is attached.

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Attachment



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13 March 1980

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Acting Chief, Information and Privacy Division, ISS

SUBJECT: IPD/ISS Weekly Report (6-12 March)

1. The Week in Review

	<u>6-12 Mar</u>	<u>1980 Weekly Average</u>
a. New cases logged	36	60.3
b. Cases closed	52	50.0
c. New appeals logged	1	1.8
d. Appeals closed	3	1.1
e. Manpower (man-weeks)	97.8	95.6

2. Current Backlogs

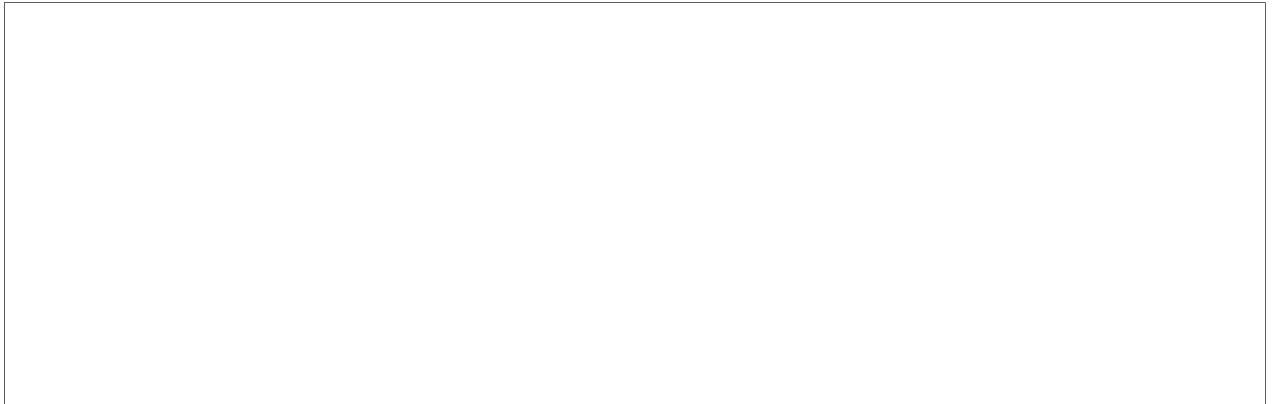
- a. Initial requests - 2754
- b. Appeals - 424

3. Spotlighted Requests**ADMINISTRATIVE INTERNAL USE ONLY**

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### 5. Analysis

a. The FBI's "mosaic" presentation on 6 March in the Agency Auditorium was so well-received that arrangements are being made for a return engagement. The time, date, and place will be announced as soon as the details are worked out.

b. Each year we are required to report to the Congress the expenses incurred by the Agency in administering the Freedom of Information Act. Costs are calculated on the basis of the weekly manpower statistics collected by IPD. It is important that these figures be as complete as possible in order that the administrative burden upon the Agency is fully appreciated by the lawmakers. Yet we know that the reporting has been somewhat spotty. At least one Agency component is currently taking steps to ensure that its manpower totals reflect more accurately the entire FOIA workload. If any readers of this report work occasionally on FOIA requests, but are never asked to account for the time expended, we ask that they contact their component FOI/PA officer and apprise him of that fact.

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